

FY 2009-10

Subrecipient:	Abilities United
Project Name/Agreement No.:	0910-828480
Project Director:	Linda Chin
Document review and general oversight conducted on:	1/3/11
On-site monitoring visit(s) conducted on:	1/4/11
Staff present:	Unda Chin
Monitoring letter/email sent on:	email 11/18/11
Follow-up monitoring visit conducted/letter sent on:	vone reeded
Monitoring conducted by:	Edith Alanis

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	\	
2.	Were clients/participants satisfied with the services?		
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	✓	
4.	Were quarterly reports submitted in a timely manner?	/	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	V	
6.	Were the staffing levels consistent with the contract?	V	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	√	
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	V	
11.	Did the subrecipient seek to collaborate with other community agencies?	V	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		V
13.			V
14.	Did the subrecipient comply with all corrective action findings, if any?	******	

	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? างผับนานใน		
16. Are insurance certificates and surety bonds current?	√	
17. Is the City of Sunnyvale named as an additional insured?		
18. Does the agency have a drug free workplace policy?		
19. Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	✓	
20. Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	/	
21. Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurement	nts.	
22. How does the subrecipient assure that there was no conflict of interest, real apparent? Review the process and comment. policy in place	or 🗸	

	Yes	No
23. Does the contractor keep a separate budget for this contract?		
funding source clearly defined		V
24. Is the budget reviewed on an interim basis? Compare the current budget to		
the budget submitted in the RFP process.		
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		\checkmark
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	~	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	\checkmark	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? Some cels	✓	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	/	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds		_
for the subject year. (OMB Circular A-133).		
IPA required?		V
31. Describe any findings or concerns that were cited in the audit or in any		
accompanying management letter, particularly pertaining to the use of CDBG		
funds. Also describe any actions taken to correct identified findings or		
concerns. No significant productor		



Subrecipient:	_ <i>Bill</i>	Wilson	Center
	001	0 2000)

Project Name/Agreement No.: 09/0 - 825920

Project Director: Lowaine Flores

Document review and general oversight conducted on: $\frac{12/9}{10}$

On-site monitoring visit(s) conducted on: /2/13/10

Staff present: Lowaine Flores

Erica Werpetinski

Monitoring letter/email sent on: <u>e mail 11/18/10</u>

Follow-up monitoring visit conducted/letter sent on: <u>none needed</u>

Monitoring conducted by: Edith Alanis

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	V	
2.	Were clients/participants satisfied with the services?	>	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	\	
4.	Were quarterly reports submitted in a timely manner?	\	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	\	
6.	Were the staffing levels consistent with the contract?	✓	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	✓	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	✓	
11.	Did the subrecipient seek to collaborate with other community agencies?	V	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		V
13.	Does the subrecipient require a corrective action plan?		V
	Did the subrecipient comply with all corrective action findings, if any?		

	*1
Yes	NO
_	
V	
V_	
\vee	
,/	
,	
V	
	·
🗸	
	Yes

Financial Management		
	Yes	No
23. Does the contractor keep a separate budget for this contract?	✓	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?	V	/
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	V	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	✓	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? Some CLES	/	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	✓	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	/	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		V



Subrecipient:	Catholic Charities - Day Break III
Project Name/Agreement No.:	0910-828440
Project Director:	Amy Andonian
Document review and general oversight conducted on:	12/9/10
On-site monitoring visit(s) conducted on:	12/18/10
Staff present:	Amy Andonian
	ginger McClure
Monitoring letter/email sent on:	(1)
Follow-up monitoring visit conducted/letter sent on:	none needed

Monitoring conducted by: Edith Alanis

-	normance with Agreement	V 1	Na
		Yes	No
1.	Did the subrecipient provide the services described in its contract?	Y	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance	,	
	measures) based upon the contract scope of services and quarterly reports?	√	
4.	Were quarterly reports submitted in a timely manner?	✓	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately		
	reflect the level of work accomplished?	V	
6.	Were the staffing levels consistent with the contract?	V	-
7.	Did the subrecipient evaluate and monitor the program for its own internal		
	purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of		
	Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources	,	
	of revenue?		
11.	Did the subrecipient seek to collaborate with other community agencies?	/	
12.	Does the subrecipient require technical assistance in order to comply with		_
	CDBG requirements or to effectively operate the funded program?		V
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?	***************************************	

Yes	No
V	
V	
V	
,	
V	
MANAGEMENT	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

	Yes	No
23. Does the contractor keep a separate budget for this contract? Funding 500 res clearly segregated 24. Is the budget reviewed on an interim basis? Compare the current budget to		✓
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	✓	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?	V	
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	V	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? 3\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	V	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	V	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	~	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns. Agency—wide findings, but not for this program	Wheater's SPH Medicators	



Subrecipient:	Catholic Charities - Housing Search
Project Name/Agreement No.:	0910-827710
Project Director:	Minh Hoang Pham
Document review and general oversight conducted on:	
On-site monitoring visit(s) conducted on:	12/22/10
Staff present:	Minh Hoans Phan
	<u> </u>
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	\	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	V	
4.	Were quarterly reports submitted in a timely manner?	ン	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	>	
6.	Were the staffing levels consistent with the contract?		-
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	>	
9.	Were the files consistent with activities described in the contract?	✓	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	/	
11.	Did the subrecipient seek to collaborate with other community agencies?	~	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		V
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?		

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? $\sqrt{y_0}$	✓	
16.	Are insurance certificates and surety bonds current?	\	
17.	Is the City of Sunnyvale named as an additional insured?	\	
18.	Does the agency have a drug free workplace policy?	V	
19.	Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	V	
20.	Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	V	
21.	Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	V	-
22.	How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. ρ		

	Yes	No
23. Does the contractor keep a separate budget for this contract? Funding sources clearly iclentified		~
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?	~	
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	✓	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	•
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations?	, ggarcai	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	\	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	<	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns. Agen you'de findings, but not for this program		



Subrecipient:	Catholic Chanties - LTO
	0910-804751/827720
Project Director:	Wanda Hale
Document review and general oversight conducted on:	1/18/11
On-site monitoring visit(s) conducted on:	Ú 19/11
Staff present:	Wanda Hale
_	Marlene Siebert
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	V	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	✓	
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	V	
6.	Were the staffing levels consistent with the contract?	V	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	√	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	'	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?		
11.	Did the subrecipient seek to collaborate with other community agencies?	V	
12.			V
13.			V
14.	Did the subrecipient comply with all corrective action findings, if any?	-	

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? 7 years	L	
16.	Are insurance certificates and surety bonds current?	V	
17.	Is the City of Sunnyvale named as an additional insured?	レ	
18.	Does the agency have a drug free workplace policy?	V	
19.	Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	~	
20.	Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	/	
21.	Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	√	
22.	How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. $\int o(ic_{4})$		***************************************

	Yes	No
23. Does the contractor keep a separate budget for this contract? But funding source clearly identified		-
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?	/	
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	'	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? No fees	· 8	** A
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?		
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	V	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns. Agency wide finding, but not to this program.	and enter	·



Subrecipient: <u>E</u>	EHC LifeBuilders
Project Name/Agreement No.:	*
Project Director:	inda Jones
Document review and general oversight conducted on:	1/24/11
On-site monitoring visit(s) conducted on:	1/25/11
	inda Jones, Gloria Chen
	Mark Foote
Monitoring letter/email sent on: <u>@</u>	
Follow-up monitoring visit conducted/letter sent on:	
Monitoring conducted by: E	Edith Alanis

	Johnance with Agreement	Yes	No
1.	Did the subrecipient provide the services described in its contract? Lower Capaci	ity	✓
2.	Were clients/participants satisfied with the services?	'	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?		·
4.	Were quarterly reports submitted in a timely manner?	'	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	~	
6.	Were the staffing levels consistent with the contract?	`	
7-	Did the subrecipient evaluate and monitor the program for its own internal purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)? Advised of bed reduction	/	
9.	Were the files consistent with activities described in the contract?	V	
10,	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	~	
11.		V	
12.			V
13.			V
14.	Did the subrecipient comply with all corrective action findings, if any?		

	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time?	/	
16. Are insurance certificates and surety bonds current?	~	
17. Is the City of Sunnyvale named as an additional insured?	~	
18. Does the agency have a drug free workplace policy?	V	
19. Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	~	
20. Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	✓	
21. Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	✓	
22. How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. Copy of policy real.		

The state of the s	Yes	No
	163	140
23. Does the contractor keep a separate budget for this contract?	1./	
	V	
24. Is the budget reviewed on an interim basis? Compare the current budget to		
the budget submitted in the RFP process.		
25. Is there an indirect cost allocation plan? If so, has this plan been approved by		
HUD? Pending approval		
26. Are internal control systems in compliance with accounting policies and		
procedures for cash, real and personal property equipment, and other assets?		
27. Is the documentation submitted for reimbursement of funds sufficient to	· ·	
ensure payments are eligible and reasonable?		
28. If the subrecipient generates program income, does its use of the funds	,	
comply with CDBG regulations? no fees	"	
29. Has the organization submitted for review a copy of their annual independent	اسر ا	
audit covering the most recent fiscal year?	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds		
for the subject year. (OMB Circular A-133).		
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any		
accompanying management letter, particularly pertaining to the use of CDBG		
funds. Also describe any actions taken to correct identified findings or		
concerns. None		



Subrecipient: Family & Children Services
Project Name/Agreement No.: 0910 - 827220
Project Director: Maritza Henry
Document review and general oversight conducted on:/7///
On-site monitoring visit(s) conducted on: ///0///
Staff present: Maritza Henry, Jennifer
Lainez, Peter Zelz
Monitoring letter/email sent on: email 11/18/10
Follow-up monitoring visit conducted/letter sent on: none needed

Conformance with Agreement

Cor	formance with Agreement	Annual Control of the	4
		Yes	No
1.	Did the subrecipient provide the services described in its contract?	/	
2.	Were clients/participants satisfied with the services?	/	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	✓	-
4.	Were quarterly reports submitted in a timely manner?	. 🗸	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	✓)
6.	Were the staffing levels consistent with the contract?	V	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	~	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	~	
9.	Were the files consistent with activities described in the contract?	∨	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	V	
11.	Did the subrecipient seek to collaborate with other community agencies?	~	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		~
13.	Does the subrecipient require a corrective action plan?		V
_	Did the subrecipient comply with all corrective action findings, if any?	`	

Monitoring conducted by: Edith Alanis

	Imase de la compositione	70000770000000007070000	
		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? / O years	\checkmark	
16.	Are insurance certificates and surety bonds current?	V	
17.	Is the City of Sunnyvale named as an additional insured?	V	
18.	Does the agency have a drug free workplace policy?	~	
19.	Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	V	
20.	Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	✓	
21.	Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	V	
22.	How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. Royd copy of policy	•	

rmancial management		
	Yes	No
23. Does the contractor keep a separate budget for this contract?	/	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?	V	~
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	/	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	/	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? No program income.		
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?		
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	,	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		



Subrecipient:	Friends for Youth
Project Name/Agreement No.:	J .
Project Director:	Becky Cooper
Document review and general oversight conducted on:	
On-site monitoring visit(s) conducted on:	
Staff present:	Being Cooper, Repecca Duran
	Karen Wilmer
	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	nore needed
Monitoring conducted by:	

(theretonia)	normance war Agreement	Yes	No
1.	Did the subrecipient provide the services described in its contract?		
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	V	
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	✓ 	
6.	Were the staffing levels consistent with the contract?	./	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	✓ 	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	~	
11.	Did the subrecipient seek to collaborate with other community agencies?	V	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?	:	/
13.			V
14.	Did the subrecipient comply with all corrective action findings, if any?	********	

	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? 3\ \u00e4\u00fcmms \u00e50 \u00bcmms	/	
16. Are insurance certificates and surety bonds current?	~	
17. Is the City of Sunnyvale named as an additional insured?	V	
18. Does the agency have a drug free workplace policy?	V	
19. Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?		
20. Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	/	
21. Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.		
22. How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. Policy in place	V	

	Yes	No
23. Does the contractor keep a separate budget for this contract?	V	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		✓
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	✓	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations?	Non-Appendix con-	The state of the s
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?		
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		\
IPA required?		~
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.	-	



Subrecipient: The Health Trust - MOW
Project Name/Agreement No.: 09/0-824350
Project Director: Rence Kelly thorne
Document review and general oversight conducted on:
On-site monitoring visit(s) conducted on: $\sqrt{2/4//0}$
Staff present: Renee Kelly thorne
Susan
Monitoring letter/email sent on: email 11/18/10

Monitoring letter/email sent on: <u>email 11/18//</u>
Follow-up monitoring visit conducted/letter sent on: <u>none needed</u>

Monitoring conducted by: Edith Alanis

 Did the subrecipient provide the services described in its contract? Were clients/participants satisfied with the services? Did the subrecipient meet all of its goals (units of service and performance 	Yes V	No
2. Were clients/participants satisfied with the services?	×	
	V	
3. Did the subrecipient meet all of its goals (units of service and performance		
), with any and a series of the series of th		
measures) based upon the contract scope of services and quarterly reports?		
4. Were quarterly reports submitted in a timely manner?	V	
5. Are reimbursement requests submitted in a timely manner? Did they accurately		
reflect the level of work accomplished?	\sim	
6. Were the staffing levels consistent with the contract?	V	
7. Did the subrecipient evaluate and monitor the program for its own internal		
purposes?	V	
8. Did the agency measure and evaluate its performance outcomes (Units of		
Service and Performance Measures)?		
9. Were the files consistent with activities described in the contract?	/	
10. Did the subrecipient demonstrate efforts to seek and apply for other sources		
of revenue?	V	
11. Did the subrecipient seek to collaborate with other community agencies?	✓	
12. Does the subrecipient require technical assistance in order to comply with		
CDBG requirements or to effectively operate the funded program?		V
13. Does the subrecipient require a corrective action plan?		V
14. Did the subrecipient comply with all corrective action findings, if any?		

Yes	No.
V	
\ \times \	
V	
'	
	Yes V V V V V V V

	Yes	No
23. Does the contractor keep a separate budget for this contract?	V	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		<
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	/	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	/	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? No program income, some donation	15	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	/	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	~	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns. NO Significant findings		



Subrecipient:	Live Oak Adult Day Services
Project Name/Agreement No.:	0910-825870
Project Director:	Colleen Hudgen
Document review and general oversight conducted on:	12/17/10
On-site monitoring visit(s) conducted on:	12/20/10
Staff present:	Colleen Hudger
	Tiburcia Irving.
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	/	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	V	
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	/	
6.	Were the staffing levels consistent with the contract?	V	
7-	Did the subrecipient evaluate and monitor the program for its own internal purposes?	✓	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	V	
11.	Did the subrecipient seek to collaborate with other community agencies?	V	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		\checkmark
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?		

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? Forever, winimas 5405	\	
16.	Are insurance certificates and surety bonds current?	V	
17.	Is the City of Sunnyvale named as an additional insured?	V	
18.	Does the agency have a drug free workplace policy?	V	
19.	Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	~	
20.	Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	V	
21.	Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	· 🗸	
22.	How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment.	,	aretre mo

Financial Management		
	Yes	No
23. Does the contractor keep a separate budget for this contract?	V	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		V
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	√	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations?	✓	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	/	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		✓
IPA required?		✓
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.	contractions	



Subrecipient:	May View Community Health Center
Project Name/Agreement No.:	0910-828450
Project Director:	Shamima Hasan
Document review and general oversight conducted on:	11/30/10
On-site monitoring visit(s) conducted on:	
Staff present:	Shawina Hasan
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

	normance with Agreement	Yes	No
1.	Did the subrecipient provide the services described in its contract?	~	
2.	Were clients/participants satisfied with the services?	V	-
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	V	
4.	Were quarterly reports submitted in a timely manner?	~	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	~	
6.	Were the staffing levels consistent with the contract?	~	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)? Dashboard	V	
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	~	
11.	Did the subrecipient seek to collaborate with other community agencies?	✓	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		✓
13.	Does the subrecipient require a corrective action plan?		V
	Did the subrecipient comply with all corrective action findings, if any?		

Additional delivers with a general content.		
	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where		
necessary) records? For what period of time? Adults 74rs -Children 214rs	/	
16. Are insurance certificates and surety bonds current?		
17. Is the City of Sunnyvale named as an additional insured?	\	
18. Does the agency have a drug free workplace policy?	V	
19. Has the agency adopted a policy of non-discrimination in personnel policies		
and hiring practices?	1	
20. Does the agency maintain and enforce a policy of non-discrimination in the	_	
provision of services under this contract?		
21. Do the procedures the subrecipient uses for procurement of goods and	,	
services meet CDBG requirements? Review a sample number of procurements.	>	
22. How does the subrecipient assure that there was no conflict of interest, real or	. /	
apparent? Review the process and comment. Roud copy of policay		

		Yes	No
23.	Does the contractor keep a separate budget for this contract?	>	
24.	Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	~	
25.	Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		V
26.	Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	V	
27.	Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28.	If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? Sliding scale fees	V	
29.	Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	~	
30.	Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		/
	IPA required?		V
31.	Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.	way core T	



Subrecipient: ()	utreach & Escort (STAR)
Project Name/Agreement No.:	910-827200
Project Director:	en Navyen
Document review and general oversight conducted on:	12/2/10
On-site monitoring visit(s) conducted on:	12/3/10
Staff present: Li	en Navyen
Monitoring letter/email sent on:	mail 11/18/10
Follow-up monitoring visit conducted/letter sent on:	one needed.
Monitoring conducted by: Edit	th Alanis

I management		Yes	No
1.	Did the subrecipient provide the services described in its contract?	V	
2.	Were clients/participants satisfied with the services?	~	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	/	
4.	Were quarterly reports submitted in a timely manner?		
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	~	
6.	Were the staffing levels consistent with the contract?	~	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	\	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	\	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	V	
11.	Did the subrecipient seek to collaborate with other community agencies?		
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		V
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?	***************************************	

Washington Commission	· · · · · · · · · · · · · · · · · · ·
Yes	No
	,
\ <u></u>	
\.\	
V	
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
V	
	\ \ \ \

	Yes	No
23. Does the contractor keep a separate budget for this contract?	·/	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.		
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		\
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	~	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? 10 program income 29. Has the organization submitted for review a copy of their annual independent	: — 1930-1-1-1	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	· _ /	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	/	
IPA required?	✓	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		



Subrecipient:	Santa Clara Family Health Foundation
Project Name/Agreement No.:	0910-828460
Project Director:	Kathleen King
Document review and general oversight conducted on:	1/4/11
On-site monitoring visit(s) conducted on:	15/11
Staff present:	Emily Hennessy
Monitoring letter/email sent on:	anail 11/18/10
Follow-up monitoring visit conducted/letter sent on:	non needed.
Monitoring conducted by:	Edith Alanis

	ijornance with Agreement	Yes	No
1.	Did the subrecipient provide the services described in its contract?		TO SERVICE SER
2.	Were clients/participants satisfied with the services?	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	V	
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	√	
6.	Were the staffing levels consistent with the contract?	V	
7-	Did the subrecipient evaluate and monitor the program for its own internal purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	V	
9.	Were the files consistent with activities described in the contract?	>	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	✓	
11.	Did the subrecipient seek to collaborate with other community agencies?	レ	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		V
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?		

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time?	V	
16.	Are insurance certificates and surety bonds current?	~	
17.	Is the City of Sunnyvale named as an additional insured?	~	·
18.	Does the agency have a drug free workplace policy?	V	
19.	Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	V	
20.	Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	V	
21.	Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	V	
22.	How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. Policy myluce		

	Yes	No
23. Does the contractor keep a separate budget for this contract?		~
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	~	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?	÷	~
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	V	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?		
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations?	~	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	•	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		✓
IPA required?		
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		



Subrecipient:	Second Harvest Food Bank
Project Name/Agreement No.:	, .
Project Director:	Lori Mathis
Document review and general oversight conducted on:	12/21/10
On-site monitoring visit(s) conducted on:	12/22/10
Staff present:	Lon Mathis

Monitoring letter/email sent on: <u>email 11/18/10</u>

Follow-up monitoring visit conducted/letter sent on: none needed

Monitoring conducted by: Edith Alanis

COI	Jointance with Agreement	***************************************	
		Yes	No
1.	Did the subrecipient provide the services described in its contract?	~	
2.	Were clients/participants satisfied with the services?		
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	/	
4.	Were quarterly reports submitted in a timely manner?	\vee	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	V	
6.	Were the staffing levels consistent with the contract?	/	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	V	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	1	
9.	Were the files consistent with activities described in the contract?	/	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	~	
11.	Did the subrecipient seek to collaborate with other community agencies?	V	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		~
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?		

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? 5 years	V	
16.	Are insurance certificates and surety bonds current?	~	
17.	Is the City of Sunnyvale named as an additional insured?	V	
18.	Does the agency have a drug free workplace policy?	V	
19. Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?		V	
20. Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?		~	
21. Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.		/	,
22.	How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. Copy received	V	

	Yes	No
23. Does the contractor keep a separate budget for this contract?	V	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		>
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	~	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? no program income		1
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	V	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	\	
IPA required?	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns. No significant pindings		



Subrecipient:	Senior AdultsLegal Assistance
Project Name/Agreement No.:	0910-827790
Project Director:	georgia Bacil
Document review and general oversight conducted on:	1/20/11
On-site monitoring visit(s) conducted on:	1/24/11
Staff present:	Georgia Bacil
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

		Yes	No
1. Did the subreci	pient provide the services described in its contract?	V	
	articipants satisfied with the services?	V	
-	pient meet all of its goals (units of service and performance ed upon the contract scope of services and quarterly reports?	V	
	reports submitted in a timely manner?	V	
- ·	nent requests submitted in a timely manner? Did they accurately I of work accomplished?	V	
6. Were the staffi	ng levels consistent with the contract?	/	
	pient evaluate and monitor the program for its own internal	V	
	measure and evaluate its performance outcomes (Units of formance Measures)?	V	
	consistent with activities described in the contract?	V	
10. Did the subreci	pient demonstrate efforts to seek and apply for other sources	✓	
11. Did the subreci	pient seek to collaborate with other community agencies?	V	
12. Does the subre	cipient require technical assistance in order to comply with nents or to effectively operate the funded program?		V
	cipient require a corrective action plan?		V
14. Did the subreci	pient comply with all corrective action findings, if any?	***************************************	

	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where		
necessary) records? For what period of time? /O years	V	
16. Are insurance certificates and surety bonds current?	V	
17. Is the City of Sunnyvale named as an additional insured?	V	
18. Does the agency have a drug free workplace policy?	V	
19. Has the agency adopted a policy of non-discrimination in personnel policies	1	
and hiring practices?	V	
20. Does the agency maintain and enforce a policy of non-discrimination in the		
provision of services under this contract?		
21. Do the procedures the subrecipient uses for procurement of goods and		
services meet CDBG requirements? Review a sample number of procurements.		
22. How does the subrecipient assure that there was no conflict of interest, real or		
apparent? Review the process and comment. Revil copy of policy	V	

	Yes	No
23. Does the contractor keep a separate budget for this contract?	V	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		V
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	V	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? YOO FEES	* administration of the Control of the	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?		
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		\
IPA required?		V
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		✓



Senior Housing Solutions	,
0910-827770	
Bob Campbell	
Violu	
ynlu -	
Bob Campbell	
email 11/18/10	
A	
•	
	Senior Housing Solutions 0910-827770 Bob Campbell VIIII Bob Campbell Lumil 11/18/10 More needed Edith Alanis

	Johnance with Agreement	Yes	No
1.	Did the subrecipient provide the services described in its contract?	./	
2.	Were clients/participants satisfied with the services?)	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	✓	
4.	Were quarterly reports submitted in a timely manner?	✓	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	√	
6.	Were the staffing levels consistent with the contract?	V	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	✓	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	\	
9.	Were the files consistent with activities described in the contract?	V .	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	V	
11.	Did the subrecipient seek to collaborate with other community agencies?	√	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		/
13.			V
14.	Did the subrecipient comply with all corrective action findings, if any?		

	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? ເຄດໃຊກ໌ແລ້ຍໂຖ	✓	
16. Are insurance certificates and surety bonds current?	/	
17. Is the City of Sunnyvale named as an additional insured?	V	
18. Does the agency have a drug free workplace policy?	V	
19. Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	V	
20. Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	V	
21. Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	V	
22. How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment.	V	

	Yes	No
23. Does the contractor keep a separate budget for this contract?	✓	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	/	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?		
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations?	*-macrona	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	/	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		>
IPA required?		\
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		, market to the second to the



Subrecipient:	Senier Notration Program
Project Name/Agreement No.:	
Project Director:	Joan Smithson
Document review and general oversight conducted on:	1/3/11
On-site monitoring visit(s) conducted on:	1/4/11
<u> </u>	Joan Smithson
·	
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	
Manitoring conducted by	

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	V	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	✓	
4.	Were quarterly reports submitted in a timely manner?	/	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	/	
6.	Were the staffing levels consistent with the contract?	/	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	<	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	\ \	
9.	Were the files consistent with activities described in the contract?	/	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	<	
11.		'	
12.			/
13.			/
14.	Did the subrecipient comply with all corrective action findings, if any?	***************************************	WORKER BANKSTON

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where		
	necessary) records? For what period of time? 5 years		
16.	Are insurance certificates and surety bonds current?	<u> </u>	
17.	Is the City of Sunnyvale named as an additional insured?	/	
18.	Does the agency have a drug free workplace policy?	V	
19.	Has the agency adopted a policy of non-discrimination in personnel policies	_	
	and hiring practices?	V	
20.	Does the agency maintain and enforce a policy of non-discrimination in the	,	
	provision of services under this contract?	>	
21.	Do the procedures the subrecipient uses for procurement of goods and		
	services meet CDBG requirements? Review a sample number of procurements.	V	
22.	How does the subrecipient assure that there was no conflict of interest, real or	. /	
	apparent? Review the process and comment. New manual addressing this	٧	

	Yes	No
23. Does the contractor keep a separate budget for this contract?	\	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	/	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	~	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	>	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? Volontam Romations	<	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	✓	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).		>
IPA required?	N.V Sacrification	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.	Name change (no.	_{प्रस} ्त अभिन्य स्था तिक



Subrecipient:	Surryvale Community Services
Project Name/Agreement No.:	0910-803601/828130
Project Director:	Marie Bernard
Document review and general oversight conducted on:	2-110/11
On-site monitoring visit(s) conducted on:	2/14/11
Staff present:	Marie Bernard, Carmen
	Davis, Martha Montenegro
Monitoring letter/email sent on:	,
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

		Yes	No
1.	Did the subrecipient provide the services described in its contract?	V	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	V	
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	~	
6.	Were the staffing levels consistent with the contract?	~	
7-	Did the subrecipient evaluate and monitor the program for its own internal purposes?	✓	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	\	• • •
9.	Were the files consistent with activities described in the contract?	V	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	<.	
11.	Did the subrecipient seek to collaborate with other community agencies?	\/	
12.	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?	✓	•
13.	Does the subrecipient require a corrective action plan?		V
14.	Did the subrecipient comply with all corrective action findings, if any?		10-Martin

	initizer de ve management	SANGER CONTRACTOR CONT	
		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where	,	
	necessary) records? For what period of time? Digital/electronic recor	l· 🗸	
16.	Are insurance certificates and surety bonds current?	V	
17.	Is the City of Sunnyvale named as an additional insured?	V	
18.	Does the agency have a drug free workplace policy?	\checkmark	
19.	Has the agency adopted a policy of non-discrimination in personnel policies		
	and hiring practices?	V	
20.	Does the agency maintain and enforce a policy of non-discrimination in the		
	provision of services under this contract?	V	
21.	Do the procedures the subrecipient uses for procurement of goods and	_	
	services meet CDBG requirements? Review a sample number of procurements.		
22.	How does the subrecipient assure that there was no conflict of interest, real or		
	apparent? Review the process and comment. Policy received	* When a series and a series an	AT D FAMI

	Yes	No
23. Does the contractor keep a separate budget for this contract?	1	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	V	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		\
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	·/	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? No fees		V
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	~	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	V	
· IPA required? First time due to ARRA funds	/	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns. No Significant findings	al angularity account	owky ts 7 y WA COST Manuall



Subrecipient:	West Valley Community Service
Project Name/Agreement No.:	0910-828470
Project Director:	Syjatha Venkatraman
Document review and general oversight conducted on:	12/27/10
On-site monitoring visit(s) conducted on:	12/28/10
Staff present:	Sylatha Venkatraman
·	
Monitoring letter/email sent on:	email ujelio
Follow-up monitoring visit conducted/letter sent on:	none needed
Monitoring conducted by:	Edith Alanis

COL	Jointance with Agreement		
		Yes	No
1.	Did the subrecipient provide the services described in its contract?	V	
2.	Were clients/participants satisfied with the services?	/	
3.	Did the subrecipient meet all of its goals (units of service and performance measures) based upon the contract scope of services and quarterly reports?	1	
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately reflect the level of work accomplished?	/	
6.	Were the staffing levels consistent with the contract?	V	
7.	Did the subrecipient evaluate and monitor the program for its own internal purposes?	✓	
8.	Did the agency measure and evaluate its performance outcomes (Units of Service and Performance Measures)?	~	
9.	Were the files consistent with activities described in the contract?		
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources of revenue?	V	
11.		V	
	Does the subrecipient require technical assistance in order to comply with CDBG requirements or to effectively operate the funded program?		V
13.	Does the subrecipient require a corrective action plan?		V
	Did the subrecipient comply with all corrective action findings, if any?		

		Yes	No
15.	Does the subrecipient maintain comprehensive, orderly, and secured (where		
	necessary) records? For what period of time? (D 40 ms	V	
16.	Are insurance certificates and surety bonds current?	>	
17.	Is the City of Sunnyvale named as an additional insured?	>	
18.	Does the agency have a drug free workplace policy?	V	
19.	Has the agency adopted a policy of non-discrimination in personnel policies		
	and hiring practices?	V	
20.	Does the agency maintain and enforce a policy of non-discrimination in the		
	provision of services under this contract?	>	
21.	Do the procedures the subrecipient uses for procurement of goods and		
	services meet CDBG requirements? Review a sample number of procurements.	V	
22.	How does the subrecipient assure that there was no conflict of interest, real or		
	apparent? Review the process and comment. policy in place		

	Yes	No
23. Does the contractor keep a separate budget for this contract?		
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	>	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		\checkmark
26. Are internal control systems in compliance with accounting policies and	,	
procedures for cash, real and personal property equipment, and other assets?		
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	✓	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations?	-	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year?	\ \	
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	<	
• IPA required? Due to ARRA funding, first time. 31. Describe any findings or concerns that were cited in the audit or in any	V	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		



Subrecipient:	YNCA-Support Network
Project Name/Agreement No.:	20000
Project Director:	Adriana Caldera
Document review and general oversight conducted on:	1/25/11
On-site monitoring visit(s) conducted on:	1/26/11
Staff present:	Adriana Caldera
·	
Monitoring letter/email sent on:	email 11/18/10
Follow-up monitoring visit conducted/letter sent on:	, ,
Monitoring conducted by:	

COI	normance with Agreement		E 1
		Yes	No
1.	Did the subrecipient provide the services described in its contract?	<u> </u>	
2.	Were clients/participants satisfied with the services?	V	
3.	Did the subrecipient meet all of its goals (units of service and performance	_	
	measures) based upon the contract scope of services and quarterly reports?		
4.	Were quarterly reports submitted in a timely manner?	V	
5.	Are reimbursement requests submitted in a timely manner? Did they accurately		
	reflect the level of work accomplished?	V	l
6.	Were the staffing levels consistent with the contract?	V	
7.	Did the subrecipient evaluate and monitor the program for its own internal		
	purposes?		
8.	Did the agency measure and evaluate its performance outcomes (Units of	ا ہ . ا	
	Service and Performance Measures)?		
9.	Were the files consistent with activities described in the contract?	√	
10.	Did the subrecipient demonstrate efforts to seek and apply for other sources	. /	
	of revenue?	. 🗸	L
11.	Did the subrecipient seek to collaborate with other community agencies?	\tau	
12.	Does the subrecipient require technical assistance in order to comply with		
	CDBG requirements or to effectively operate the funded program?		
13.	Does the subrecipient require a corrective action plan?		~
14.	Did the subrecipient comply with all corrective action findings, if any?		

	Yes	No
15. Does the subrecipient maintain comprehensive, orderly, and secured (where necessary) records? For what period of time? 7 years	✓	and the state of t
16. Are insurance certificates and surety bonds current?	V	
17. Is the City of Sunnyvale named as an additional insured?	\ \/	
18. Does the agency have a drug free workplace policy?	~	
19. Has the agency adopted a policy of non-discrimination in personnel policies and hiring practices?	~	-
20. Does the agency maintain and enforce a policy of non-discrimination in the provision of services under this contract?	~	
21. Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.	∀	
22. How does the subrecipient assure that there was no conflict of interest, real or apparent? Review the process and comment. Policy in place	pragrami 000 dilitar	- Street transfer

	Yes	No
23. Does the contractor keep a separate budget for this contract?	\	
24. Is the budget reviewed on an interim basis? Compare the current budget to the budget submitted in the RFP process.	/	
25. Is there an indirect cost allocation plan? If so, has this plan been approved by HUD?		V
26. Are internal control systems in compliance with accounting policies and procedures for cash, real and personal property equipment, and other assets?	~	
27. Is the documentation submitted for reimbursement of funds sufficient to ensure payments are eligible and reasonable?	V	
28. If the subrecipient generates program income, does its use of the funds comply with CDBG regulations? Sliding scale perforconseling 29. Has the organization submitted for review a copy of their annual independent	~	
29. Has the organization submitted for review a copy of their annual independent audit covering the most recent fiscal year? Will be completed by 3/11	•	/
30. Determine if the subrecipient has expended \$500,000 or more in Federal funds for the subject year. (OMB Circular A-133).	V	
IPA required?	\checkmark	
31. Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also describe any actions taken to correct identified findings or concerns.		